

Guide to applying for a Driving Licence

You can obtain an **Application for a Driving Licence DL1** from any IoM Post Office branch or the Vehicle Test Centre.

You can also download a copy at www.gov.im/driving-licences

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Section 1 – Your details

Your driving licence number is shown as Item 5 on your driving licence and you should enter it exactly as it is shown. If you do not know what it is then please leave the spaces blank.

The address you give must be the address where you reside and it must have an Isle of Man postcode. A business, club or hotel address will not be accepted unless it is where you reside. Anytime this address changes you must inform us.

Your place of birth must be a country that is a current member of the United Nations. Please note that if you provide a country other than this, for example a continent, region, county, city, etc, your application will not be accepted.

Section 2 – What you are applying for

Provisional driving licence

Choose this option if you have never passed a driving test in the Isle of Man or if you cannot exchange your current driving licence for an Isle of Man driving licence.

If you choose this option you cannot choose any of the other options in this section.

Exchange my non-IOM licence

Choose this option if you wish to exchange your current driving licence for an Isle of Man driving licence.

The list of countries with driving licences that can be exchanged for an Isle of Man driving licence can be obtained by visiting at <https://www.gov.im/exchange-licence>

If you choose this option you cannot choose any of the other options in this section.

Add a category to my current driving licence

Choose this option if you have recently passed a driving test and you wish to upgrade the vehicle category entitlement shown on the rear of your driving licence.

If you choose this option you cannot choose any of the other options in this section except changing your photograph or your name or address.

Renew my driving licence and upgrade my provisional to first full licence

a. Choose this option if your current driving licence has expired or is due to expire or you have been disqualified from driving but the disqualification period has expired and you wish to drive again.

Driving licence periods are normally consecutive however you can apply for a renewal up to 2 months in advance of the date of expiry (Item 4b on your current driving licence).

This period can be extended but only in exceptional circumstances.

If you choose this option you cannot choose any of the other options in this section except changing your name or address.

b. Choose this option if moving from a provisional licence to a first full licence due to passing a driving test.

Duplicate of my current driving licence

Choose this option if you wish to replace your driving licence because:-

- It has been lost, stolen or damaged or,
- You wish to remove an endorsement(s) for a driving offence that has expired

If you choose this option you cannot choose any of the other options in this section except changing your photograph or your name or address.

Update my photograph

Choose this option if you wish to change the photograph shown on your driving licence

Change my name or address

Choose this option if you have changed your full name or if you have moved to a new place of residence.

Section 3 – Your health

If you have been advised of a disability or medical condition that could affect your fitness to drive that you have not informed us about then you must select Yes and complete the Medical Information form, MI1 and include it with your application.

You should also select Yes if you wish to inform us about a change to a disability or medical condition that you have already informed us about.

Section 4 – Organ donation

Completing this section is optional. For more information about organ donation and transplants please visit www.uktransplant.org.uk or telephone 0845 606 0400.

Section 5 – To be completed by the person endorsing your photograph

You can provide an endorsed photograph if you do not include your current passport along with your application. The photograph should be endorsed on the back with the words: I certify this is a true likeness of (insert name of applicant) signed and dated by the person endorsing your photograph.

The person endorsing your photograph should also complete the relevant section on the application form. The dates on the application form and the photograph must be the same.

The person endorsing your photograph must not be a relative and they must have known you for at least two years. They must also be one of the following or a person of similar standing:

- Civil servant
- Bank or building society staff member
- Magistrate
- MHK or MLC
- Local authority officer
- Professionally qualified person, e.g. doctor, advocate, teacher, librarian
- Police officer
- Religious leader

Section 6 – Checklist

When you have completed your application you must indicate what items of documentation you are including with your application.

If you apply by post please ensure that you allow sufficient time for us to process your application before you need to use any of the identity documents, such as your passport, that you send us.

Although we cannot guarantee that they will be returned within a set period, we will do our best to return your identity documents before processing your application. If you would like us to do so then please include a signed for or special delivery self-addressed envelope with your application. Make sure that you keep a note of the serial number.

My first driving licence

If you choose this option you must provide:

- your completed application form
- 2 forms of identification (one must be photographic; the other must be a proof of age). Acceptable documentation for identification must be: - endorsed photograph (see section 5), passport, birth certificate, proof of age card, MiCard or NHS medical card.
- MI1 (if you selected Yes in Section 3)

If you are unable to provide a current passport then you must provide an endorsed photograph.

Exchange my non-IOM driving licence

If you are exchanging a driving licence you must state where you passed your driving test. Proof of this may be required.

You cannot exchange a provisional driving licence.

If you are exchanging a driving licence with a photocard you must provide:

- your application form
- your photograph
- your current driving licence
- MI1 (if you selected Yes in Section 3)

If you are exchanging a driving licence that does not have a photocard, or a recent letter of entitlement from the driving licence authority that issued your driving licence, then you must provide:

- your application form
- your photograph
- your current driving licence or letter of entitlement *
- your current passport or endorsed photograph
- MI1 (if you selected Yes in Section 3)

If you are exchanging a driving licence from the UK then you must provide us with a 'check-code':

To retrieve your check code go to: www.gov.uk/view-driving-licence. You will need your NI Number, and your UK driving licence number.

*a driving licence or recent letter of entitlement issued by the driving licence authorities in the United Kingdom, Northern Ireland or the Channel Islands that has been expired for a period not

exceeding 2 years will be accepted. A licence issued in any other jurisdiction must be current. A letter of entitlement must not be out of date by more than one calendar month.

Add a category to my current driving licence

If you choose this option then you must provide:

- your application form
- Your test certificate
- your photograph *
- MI1 (if you selected Yes in Section 3)

* it is only necessary to provide a photograph if you wish to change your current photograph or when upgrading from a Provisional to a Full licence

Renew my driving licence and upgrade my provisional to first full licence

If you choose this option then you must provide:

- your application form
- your photograph
- your test pass certificate if this is for a first time full licence
- MI1 (if you selected Yes in Section 3)

Duplicate of my current driving licence

If you choose this option then you must provide:

- your application form
- your photograph *

* it is only necessary to provide a photograph if you wish to change your current photograph.

Change my photograph

If you choose this option then you must provide:

- your application form
- your photograph.

Change my name or address

If you choose this option then you must provide:

- your application form
- If changing name-Deed poll or Marriage certificate.
- your photograph *
- MI1 (if you selected Yes in Section 3)

* it is only necessary to provide a photograph if you wish to change your current photograph.

Documentation

Any accompanying documentation that you provide with your application must be original(s). If your name that appears on any accompanying documentation is different to the name on your application form then you must provide documentation to explain the reason(s) why.

For example, if your name on your birth certificate is different to your name on the application form because you changed your name by deed poll then you must provide your original deed poll or statutory declaration.

Your photograph

Your photograph must meet the following requirements:

- it must be a true likeness of you
- colour only (a black and white photograph will not be accepted)
- height = 45mm, width = 35 mm
- your head must be in the centre and in proportion and it must be between 29 and 34 mm in height
- taken not more than 1 month prior to the date of making your application
- free from marks, damage and creases
- with a light grey or cream background
- without shadow
- free from reflection or glare
- in sharp focus
- free from "red eye"
- printed on white photographic paper

You must:

- be free of facial coverings or hats unless this is for religious or medical reasons
- not be wearing sunglasses or glasses with dark tinted lenses
- have your eyes open and your mouth closed
- be looking forward and directly at the camera
- have your eyes fully visible
- be expressionless, i.e. without smiling, frowning or with raised eyebrows
- be on your own

Fees

Information on the fees relating to driving licences is available at <https://www.gov.im/driving-licences> you can also obtain a copy of the list of driving licence fees from any branch of IoM Post Office or the Vehicle Test Centre, Tromode.

When you have completed your application

You should take your application and any accompanying documentation, to a branch of the IoM Post Office.

Opening hours are 9am to 5pm Monday to Friday (excluding bank holidays) and Saturday 9am to 12.30pm. You can check local branch opening times here <https://www.iompost.com/tools-forms/branch-finder/>

Alternatively, you can post it to:

Licensing Office
PO Box 367
Douglas
IM99 3HA

Please do not send cash in the post.

If your application includes an MI1 form then you should take it to the Vehicle Test Centre:

Vehicle and Driver Test Centre
Ballafletcher Road
Tromode
Braddan
IM4 4QJ

Opening hours are 9am to 4.30pm - Monday to Friday excluding bank holidays.

What if I need to renew, replace or upgrade my driving licence or change my name or address in an emergency?

There is a while-you-wait service available by visiting the IoM Post Licensing Office at the Isle of Man Business Park and there is an emergency fee in addition to the cost of your driving licence. You will need to contact them prior to attending on 698525.

Please note that this service is only available if you wish to renew, replace or upgrade your driving licence or if you wish to change your name and/or address. This service is not available if you are including a MI1 form with your application.

Opening hours are 9am to 4pm, Monday to Friday excluding bank holidays.

To obtain your driving licence in an emergency, you will have to provide proof that the address on your application form is where you reside. We will accept proof in the form of an original, current utility bill or bank statement.

How long will it take to receive my driving licence?

You should receive your driving licence within 10 working days. This may take longer if additional checks are required such as writing to your doctor or another driving licence issuing authority. If you believe that you should have received your driving licence but haven't then you should contact us.

Please ensure that when you make an application for a driving licence, you allow sufficient time for it to be processed before you intend to drive a motor vehicle.

You must not drive a motor vehicle if you do not have a current driving licence or you do not have the vehicle category entitlement or you do not meet the minimum age requirements.

How can I contact you regarding my application for a driving licence?

If you are unsure about any aspect of completing the Application for a Driving Licence form, you can contact us on 698525 or you can email us at licensing@iompost.com

When you receive your driving licence you must check it carefully to ensure that the information it contains is correct. If any of the information is incorrect then you should return it, along with a brief description, via any Post Office branch. Alternatively, you can also post it to us at the address below:

Licensing Office
Isle of Man Post Office
PO Box 367
Douglas
IM99 3HA